

SCIENTIST PROFESSIONAL ADVISORY COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of 22 April 1999 Meeting Number 72

I. LOCATION/DATE/TIME:

Parklawn Building, Rockville MD: OSG conference room 18-57
22 April 1999; 1230-1530 hours

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE:

CDR Francois Lalonde	NIH	(Chairperson)
CDR Rebecca Sheets	FDA	(Vice Chairperson)
LCDR Richard Troiano	NIH	(Executive Secretary)
LT Darin Weber	FDA	(Recording Secretary)
LCDR Allen Albright	FDA	(Liaison to DC-COA)
Dr. Stephen Goldman	NIH	
CDR Angela Gonzalez-Willis	HRSA	
CAPT Helena Mishoe	NIH	
CDR Carl A. Ohata	AHCPR	
LCDR Laila Ali	FDA	

B. EX-OFFICIO MEMBERS ATTENDING:

CAPT Derek Dunn	OSG	(CPO)
LCDR Meta Timmons	DCP	(Liaison to DCP)

C. GUESTS ATTENDING:

LT Nelson Adekoya	CDC
LT M. Thomas Hendricks	FDA/CVM

D. MEMBERS EXCUSED OR ABSENT:

CDR S. Lori Brown	FDA	(Past Chairperson)
CAPT Alejo Borrero-Hernandez	BOP	
CDR Patrick McNeilly	OS	
CDR Gilbert Sanders	IHS	
CAPT Carolyn Strete	NIH	
CAPT Susanne Caviness	SAMHSA	
CDR Mark Paris	SAMHSA/DOD	

III. STANDARD AGENDA ITEMS AND REPORTS:

A. CALL TO ORDER:

The meeting was called to order at 1235 hours by CDR Francois Lalonde, Chairperson.

B. GREETINGS FROM THE CHAIR:

CDR Lalonde greeted the group and began the meeting by asking for the report from the DCP staffing officer.

C. REPORT FROM THE DCP STAFFING OFFICER :

LCDR Timmons provided the report from DCP. The promotion boards began meeting February 1, 1999 and expect to complete their work by the end of the month. Approximately one-third of the Corps is eligible for some form of promotion. Of those, 101 scientists were eligible for temporary or permanent promotion. The results from the promotion boards will be announced during the first week in July but may be available by the June COA meeting.

The Official Personnel Folders (OPF) of officers eligible for promotion in 2000 are currently being prepared for scanning and indexing into the new optical database. DCP intends to electronically conduct promotion and assimilation boards for the first time for this group of promotion eligible officers. Promotion Information Reports (PIR) will be mailed to promotion eligible officers in the fall, so they can verify the information in their OPF is correct. One of the future goals of optical scanning of the OPF is to provide a mechanism by which officers can review their files online at anytime and/or be online with their DCP staffing officer as they review the file simultaneously.

As a reminder, officers with 12 years T&E are eligible for O-4 at six months active duty; 17 years T&E and one year active duty for O-5; 24 years T&E and three years active duty for O-6.

Career counseling will be available at the June 7-9 COA annual meeting or officers may come to the Parklawn building to review their OPF. An appointment is required in either case. Interested officers should fax a copy of the form on page 12 of the March 1999 CC Bulletin (available online at :dcp.psc.dhhs.gov) to 301-443-7069.

As of April 1st, 1999 there are 5,803 officers in the USPHS, 252 of whom are Scientists. There are 75 Scientist officers eligible for 20 year plus permissive retirement in 1999. Permissive retirement requires program concurrence from the OPDIV. Officers must have held the temporary grade for at least six months to be eligible to retire at that grade. Eight Scientist officers are eligible for 30

years retirement in 1999 and eight additional officers will reach the 30 year mark in 2000.

Individuals interested in attending the retirement seminar should contact Mr. Berry at 301-594-3472. The next retirement seminar is June 10-11 in Rockville. Pre-registration is required.

CAPT Cynthia Pond is the new FDA CC liaison. CAPT Pond served previously as a liaison with EPA and is also the Chief Veterinary Officer. She replaces CAPT Marian Mehegan who recently accepted an assignment in Seattle, Washington.

Officers interested in receiving the latest information from DCP are encouraged to subscribe to the listserv by sending an email to Listserv@list.psc.dhhs.gov. In the body of the email message type: subscribe DCP "Your Full Name," without the quotation marks.

D. REPORT FROM THE SCIENTIST CHIEF PROFESSIONAL OFFICER:

CAPT Dunn cautioned all Scientist officers who have submitted copies of optional licenses (those not required in the performance of your duties) to their OPF in the past and have now decided they no longer want to maintain the license, that they need to correspond with DCP well in advance about this. One reason why an officer might decide to drop an optional license would be due to a sharp increase in fees to maintain it. However, because you have submitted license renewals in the past, DCP assumes that the license is required for performance of your present duties. Thus, failure to submit a renewal will cause DCP to believe that you no longer have the credentials to perform your duties and DCP will take action accordingly. CAPT Dunn and LCDR Timmons, recommend that you notify DCP in writing and explain that the license in question is optional and not required for your present duties and that you intend to no longer renew it. In some cases where officers have failed to notify DCP well in advance, it has taken up to six months to resolve. CAPT Dunn also mentioned that officers could avoid this issue by simply listing their optional licenses on their CV, rather than submitting copies of it to their OPF.

CAPT Dunn also reported that there is a strong push to narrow down the commissioned corps readiness force (CCRF) to officers who are strongly motivated to actively participate in it. The Chief Professional Officers will receive a list of officers in their category who have signed up. They have been tasked with identifying those officers who are willing to participate and have some qualification such as EMT certification or other licenses; so when a call goes out, officers will respond.

CAPT Dunn mentioned school violence as an example where Scientist officers with counseling experience, such as psychologists, could be called upon to render assistance.

LCDR Troiano asked about scientists who do not have clinical or other medical experience; how do they know if they can make a contribution to CCRF?

CAPT Dunn stated that this is one of several issues that need to be clarified and firmed up in the next few months.

Regarding the recent FBI alert about Serbian terrorist threats; though it was verified as legitimate, it should be pointed out it was assigned threat level COM Alpha, which is the lowest level. Consequently, very little action needed to be taken by officers other than increased awareness and appropriate precautions. This threat has helped the OSG realize that a more efficient system needs to be set up for disseminating this type of information in the future.

LCDR Troiano asked if there are plans to educate officers about what the various threat levels mean and what are appropriate responses?

CAPT Dunn agreed that some education needs to be done, possibly through routine bulletins, rather than during an emergency.

Regarding the Future of the Corps document that the PACs were asked to generate for their respective categories; The OSG is working on this and a working group will be formed consisting of the CPOs, SG-PAC, an OSG representative, and a DCP representative. CAPT Dunn stated that all officers are welcome to provide their input by conveying it to this group.

The OSG is planning on formally developing the sword honor guard, which was instituted by the DC-COA. Tentative plans are to also include a color guard and have members located in different regions of the country, so that when the SG travels outside the DC area, a sword honor/color guard will still be available to accompany him.

Regarding physical fitness standards, CAPT Dunn stated that ADM Satcher has placed the Therapist category in charge of coordinating the SG's physical fitness challenge.

He also stated that the SG has made it clear that he will not institute required fitness standards, but will strongly encourage all officers to become more physically active and to live a healthy lifestyle.

CAPT Dunn stated that he has asked the CPO-PAC to consider approving a group award for those officers who have provided training for Officer Orientations in various parts of the country. He stated that this award nomination was originally rejected by awards committee in the various OPDIVs, since they did

not see how it benefited their objectives. The idea behind submitting a nomination for approval by the CPO-PAC is to provide an alternative mechanism for officer recognition where OPDIVS do not see where it warranted. This is intended to be the first of several awards to be considered by CPO-PAC.

IV. OLD BUSINESS--ONGOING COMMITTEE REPORTS and PROJECT STATUS:

A. COMMITTEE REPORTS AND ISSUES:

1. AWARDS COMMITTEE: (CDR Gonzalez-Willis)

CDR Gonzalez-Willis stated that the review committee for the Junior and Senior Scientist of the Year Award will meet on Monday, April 26, 1999 from 8:30-4:30. The committee has received five junior and thirteen senior scientist award nomination packages for consideration. Of these, approximately 50% are resubmissions from previous years, which is encouraged by the PAC for those officers who are not selected. CDR Gonzalez-Willis added that in the future the award committee should make a point of recommending that officers update their CV if re-submitting an application. It was agreed that encouraging interested officers to self-nominate for the award and then having the CPO contact the officer's supervisor provides a mechanism for the SciPAC to directly assist Scientist officers in getting needed recognition.

LT Weber suggested that the SciPAC consider compile a list of awards that Scientist officers are eligible for and then share this list with them. The PAC could also offer assistance in getting the interested officer's supervisor to nominate the officer for the particular award.

2. INTERNET COMMITTEE (CDR Lalonde)

CDR Lalonde reported he has almost completed the foundation for getting the bicentennial calendar on the scientist webpage:

scipac.nimh.nih.gov/scientist/

The calendar will contain hyperlinks and be interactive, so that selecting a picture or certain significant dates will bring up additional information. The revised Scientist Handbook and Charter will also be displayed in an easily navigable format, to help users quickly locate desired information. In the interim, the revised Scientist Handbook will be available for downloading by chapter on the webpage in the near future.

CAPT Dunn suggested making use of the calendar beyond the bicentennial by keeping an updated listing of upcoming scientist and PHS events.

CDR Lalonde stated that he had similar ideas and would share them with the PAC at a later date.

CAPT Dunn also added that we should encourage officers in the field to submit photos for possible use on the website which would broaden the viewing audience of these photos, since typically the photos on the scientist poster are only seen by a limited number of people.

The internet subcommittee will meet Tuesday May 4, 1999 from 9:30-12:00 to obtain instructions on how to submit and post information to the website.

All scientist officers are strongly encouraged to subscribe the Scientist Category email list server to be kept abreast of recent developments of interests to members of the category. To subscribe to the listserv, officers should do the following:

maillist@hippo.nimh.nih.gov

You subscribe to the listserv by sending an email message to the address above and entering the following text in the body of the message:

subscribe CC-Scientist Firstname Lastname

where Firstname is your first name
and Lastname is your last name

To send mail to the entire Scientist Category,

send mail to :

corpssci@hippo.nimh.nih.gov

3. MENTORING COMMITTEE: (CDR Brown)

Nothing to report at this time.

4. RECRUITMENT COMMITTEE: (CDR McNeilly)

LT Weber is still working on obtaining a copy of the CD-ROM developed by the Sanitarian category, to see if it could be adapted for use by the SciPAC.

5. VISIBILITY COMMITTEE : (CDR Lalonde)

Poster (CAPT Caviness)

CAPT Caviness will have the Scientist Poster prepared and displayed at the COA meeting.

Public Relations, Publishing, Public Speaking (LCDR Albright)

LCDR Albright reported that the kick off event for the national Public Health Awareness Week campaign occurred on Monday April 5, 1999 at the Pan-American Health Building in Washington, DC. In addition to ADM Satcher, several national and international health experts provides remarks on the current challenges in Public Health. The event was attended by several scientist officers and DCP also had a display booth set up. ADM Satcher stopped by after the event and expressed his thanks to the officers who attended. Plans are already underway for the 2000 Public Health Awareness campaign. LCDR Albright has prepared and article for the COA newsletter and SciPAC webpage about the event.

Science Fair Judging (CDR Sheets)

Prior to the SciPAC meeting, CDR Sheets made a presentation to the CPO PAC about the science fair judging program, which she, along with others, has piloted under the sponsorship of the DC-COA for the past four years. She requested that the CPO PAC endorse her request to have the Surgeon General sign the award certificates (as acting SGs have done in the past) and to consider having science fair judges participate in the international science fair. Currently, Officers are participating as science fair judges in regional and state science fairs in the DC Metro area. Her report was well received by the CPO's and there was some discussion of expanding the science fair judging program beyond the DC Metro area. CDR Sheets provided copies of her presentation to the SciPAC. CAPT Dunn and CDR Lalonde congratulated CDR Sheets on the high quality of her presentation.

6. CHARTER REVISION: (CDR Ohata, CDR Paris)

CAPT Dunn submitted the charter to the OSG for step 4 approval on March 19, 1999 and is waiting for final approval. He will follow up on this to determine what the status is.

7. Revised Scientist Handbook: (LCDR Troiano)

LCDR Troiano reminded the PAC that DCP has requested permission to use some of the material presented in Chapter 4 of the revised Scientist Handbook on Official Personnel Records as a model for use by other categories. He asked for concurrence from the PAC to provide this to DCP. The PAC agreed to

provide the requested information, which would be submitted along with a cover letter from LCDR Troiano giving permission to use or modify the material as needed.

8. Scientist Session at 1999 Annual COA Meeting (CDR Paris)

CDR Paris was unable to attend the SciPAC meeting but provided LT Weber a copy of the most recent agenda for the scientist presentations to be made at the June 7-9 meeting. The current agenda can be found on the COA homepage at:

<http://www.coausphs.org/agenda.html>

V. NEW BUSINESS:

A. SCIPAC STRUCTURE AND OPERATIONS ISSUES:

Call for nominations of new SciPAC Executive Board Members

CAPT Dunn noted that it is time to begin the process for election of officers to the SciPAC Executive Board and that this would mark the first year that the PAC would elect a Treasurer. Currently, the PAC has \$ 2,977.65 in available funds.

For those current SciPAC members interested in nominating themselves or someone else for election to one of the positions on the SciPAC Executive Board (see below), please do the following:

1. Submit self-nomination or nomination to CDR Francois Lalonde by email (francois@codon.nih.gov) no later than May 6, 1999.
2. If you are nominated by another officer and agree to serve, please submit your ~1/2 page position statement to CDR Lalonde no later than May 20, 1999.
3. If you are self-nominating, it is preferred that you send your ~1/2 page position statement to CDR Lalonde at the same time as your self nomination (May 6th), otherwise, no later than May 20th.

The tentative plan is for CDR Lalonde to distribute a ballot listing each candidate with their position statement by e-mail prior to the next full SciPAC meeting in July. Most likely you will be requested to identify your choice for each position by email sometime prior to the meeting, so that the new Executive board members can be announced at the July 22nd meeting.

The Executive board positions are listed below. Please refer to the Scientist Handbook or SciPAC charter for the duties and responsibilities of each position:

- ❖ Chairperson
- ❖ Vice-Chairperson
- ❖ Executive Secretary
- ❖ Recording Secretary
- ❖ Treasurer – New this year

Call for Nomination of New Members to the SciPAC

The PAC will place an announcement in the June CC Bulletin to solicit nominations from Scientist Officers who wish to become members of the SciPAC. LT Weber will also send a copy of the following announcement by email:

SCIENTIST PAC Seeks New Members

The Scientist Professional Advisory Committee (SciPAC) is seeking scientists who are interested in serving on this committee. Self-nominations are encouraged from both commissioned corps and civil service scientists.

The SciPAC provides advice and consultation to the Office of the Surgeon General and to the Scientist Chief Professional Officer on professional and personnel issues.

The term of appointment is for three years. Each year at this time nominations are sought for new vacancies. A list of nominees will be prepared by the SciPAC and forwarded by the CPO to the agencies for their concurrence. The SciPAC and CPO will select candidates from the list, and the Surgeon General will appoint the new SciPAC members.

*Scientists (commissioned corps and civil service) who are interested in serving on the SciPAC are encouraged to submit a curriculum vita with a cover letter that describes their interest **(before July 30, 1999)** to:*

*Richard P. Troiano, Ph.D., R.D.
LCDR, USPHS
SciPAC Executive Secretary*

You may submit the requested information by email, fax or traditional mail, as indicated below.

*e-mail: rt75i@nih.gov or rick_troiano@nih.gov
fax: 301/435-3710
mail: National Cancer Institute, DCCPS, ARB
EPN 313
6130 Executive Blvd., MSC 7344
Bethesda MD 20892-7344*

B. ANNOUNCEMENTS

1. SciPAC EXECUTIVE COMMITTEE: The next meeting of the SciPAC Executive Committee is scheduled for 27 May 1999, at 1230-1530 in 18th floor OSG conference room or by teleconference.
2. SciPAC MEETING: The next meeting of the full SciPAC is scheduled for 22 July 1999, 1230-1530 in Parklawn 18th floor OSG conference room.
3. The SciPAC meetings for the year are as follows:

1998/9

<u>Full SciPAC</u>	<u>Location in Parklawn Building</u>	<u>(Alternate meeting room)</u>
September 24	Chesapeake conf room	
December 3	Potomac conf. room	
February 25	18 th Floor OSG conf. room	(Conference room B)
April 22	18 th Floor OSG conf. room	(Conference room B)
July 22	18 th Floor OSG conf. room	(Chesapeake room.)
September 23	18 th Floor OSG conf. Room	(Conference room B)
<u>SciPAC Executive Committee</u>		<u>(Alternate meeting room)</u>
October 22	Chesapeake room	
January 28	18 th Floor OSG conf. room	(Conference room B)
March 25	18 th Floor OSG conf. room	(Conference room B)
May 27	18 th Floor OSG conf. room	(Conference room B)

VI. ADJOURNMENT

- A. The SciPAC meeting was adjourned at 1500 hours.

Submitted by:

LT Darin Weber
Recording Secretary
Date _____

CDR Francois Lalonde
Chairperson
Date _____

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